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15 February 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

I. Courses

a. Narcotics Operations Familiarization Course

Student reaction to the pilot running, 5-8 February, was good throughout the course. The presentations by Agency personnel were particularly well-received; the non-Agency speakers did not fare as well because of their tendency to give "canned" speeches. The course appears to be on target with only minor adjustments to be made before the next running in early April.

b. Advanced Operations Course - #2-73

The week at Headquarters, 29 January-2 February, was concluded with presentations by [redacted], Paul Walsh, [redacted] Ted Shackley, and Donald Steininger on Thursday and Friday. The class also visited [redacted] on Friday for a special demonstration of

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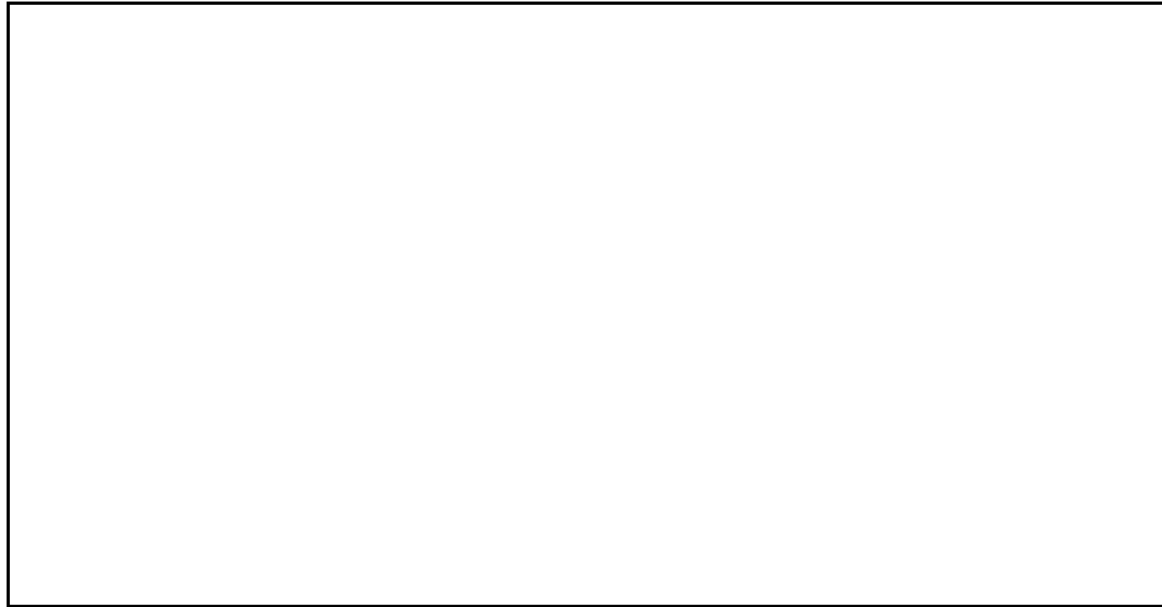
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[redacted]

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The two-week course was completed on 6 February. (This was the first running since November 1971.) Only three of the five trainees completed it. One trainee failed because of a lack of physical coordination; the other withdrew because of an emergency in his family.

d. Summary

There are 17 courses in session this week; eight of which are continued from the past week(s) and nine which began this week. Three more courses will begin next week.

2. General

a. As part of the planning for the production of a film to be used in records management training, Mr. and two other OTR staff members visited the Air Force video-tape production unit at the Pentagon on 8 February. The tour included the viewing of a 25-minute video-tape of Mr. Everett Aldredge on "Records Management." This tape is very well

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done and is used throughout the Air Force as part of their records management training program. We plan to order a 16-mm film copy of the tape for our use. We have also asked to see three other Air Force films on records management to see if they also might be used in our program.

b. The Language Development Committee has begun what is hoped will be a final drive to clear up untested language proficiency claims still on the books. This program will be similar to the efforts of 1969 and 1971, although smaller in scope since only 709 outstanding claims remain. As before, those employees will be given the option of being tested for or disclaiming a level of competence.

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3. Notes:

General Walters addressed the National Senior Intelligence Course on 13 February at the Defense Intelligence School. He is also scheduled to be the graduation speaker on 6 April for the Military Attache Class....

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[redacted], a CT from the January 1973 Class, began a three-month interim assignment with the Information Science Training Center on 12 February. He will assist in the preparation and running of the course on "Application of Information Science to Intelligence Functions." He is the first CT to be assigned to the Center, and the fourth from the January 1973 Class to have an interim assignment in the Support Directorate. (The others are in OC, OL, and OS). . . . So far there are three Agency enrollees for the Foreign Affairs Executive Seminar beginning 5 March; two from the Support Directorate (OC and OS) and one from the DDI (OER).

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During the week [redacted] OS, was briefed for his attendance at FEI's eight-week Residential Program in Executive Education which began

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11 February at Charlottesville. (He is a substitute for [redacted] from the DDS&T who was withdrawn in January). . . . Three Support careerists

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were enrolled in external training courses during the week: [redacted] OP, in the 44th Annual Personnel Conference of the American Management

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Association being held in New York City, 21-23 February; [redacted] in Affirmative Action Planning being sponsored by the National Civil Service

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League, 7-9 March in Washington, D. C.; and [redacted] a Logistics officer assigned to OSA, in Practical Negotiation of Government Contracts given by Federal Publications, Inc. in Washington, D. C., 5-7 March.

4. Briefings

Of three briefings on CIA given during this reporting period, one was for Mr. John Volpe, the newly appointed U. S. Ambassador to Italy, at

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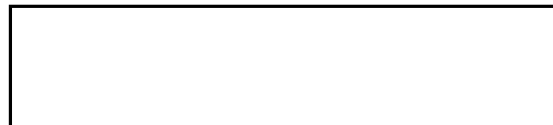
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5. Guest Speakers

Attached is a list of high-level guest speakers for the week beginning 18 February 1973.

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HUGH T. CUNNINGHAM
Director of Training

Att

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**High-Level Guest Speakers
for the Week Beginning 18 February 1973**

Name

Course

Location & Time

Monday, 19 February

HOLIDAY

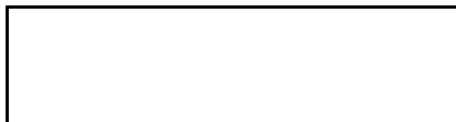
Tuesday, 20 February

**William J. Barnds
Senior Research Fellow
Council on Foreign
Relations**

Senior Seminar

**C of C, Rm. 1001
1000 - 1200**

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Senior Seminar

**C of C, Rm. 1001
1400 - 1600**

**Thomas B. Yale
D/Fin**

Midcareer

**1200
2100**

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**Howard J. Osborn
D/S**

Midcareer

**1430
2100**

**Hugh T. Cunningham
DTR**

Midcareer

**1545
2100**

**John W. Coffey
DD/S**

Midcareer

**1600 - 1700
1900 - 2100**

Wednesday, 21 February

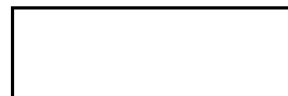
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Senior Seminar

**C of C, Rm. 1001
1000 - 1200**

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25X1

Wednesday, 21 February, Cont.

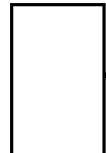


Senior Seminar

C of C, Rm. 1001
1400 - 1500

D/CO

Midcareer



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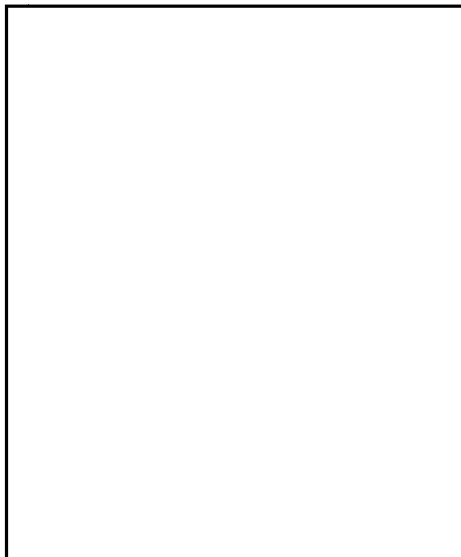
- 1000

Richard C. Collins
Prof. of Public Affairs
and Administration,
Federal Executive Institute

Midcareer

1530 - 1700
1900 - 2100

Thursday, 22 February



Senior Seminar

C of C, Rm. 1001
1000 - 1200

Senior Seminar

C of C, Rm. 1001
1400 - 1600

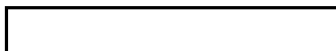
Senior Seminar

C of C, Rm. 1001
1900 - 2100

William O. Cregar
Chief, Nationalities
Intelligence Section,
FBI

Midcareer

1400



AD/DCI/IC

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1700

William E. Colby
Ex. Dir. -Compt.

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1900 - 2100

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Friday, 23 February

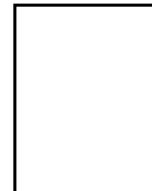
**Deane R. Hinton
Senior Staff Member,
Council on International
Economic Policy**

Senior Seminar

**C of C, Rm. 1001
1000 - 1200**

**Edward L. Allen
Deputy Assistant
Secretary of Commerce**

Midcareer



1030

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Midcareer

1045 - 1215

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